

Sandy Town Council

To: All Members of Sandy Town Council

You are hereby summoned to attend a meeting of Sandy Town Council which will be held in the Council Chamber at 10, Cambridge Road, Sandy, Bedfordshire on Monday 17 June 2013 at 7.30 pm. The items of business to be transacted are specified below.



Delia Shephard, Town Clerk
10 Cambridge Road
Sandy SG19 1JE
01767 681491
11 June 2013

A G E N D A

- | | <u>Reports</u> |
|--|----------------|
| 1 Apologies for absence
To receive apologies for absence | x |
| 2 Declarations of interest and requests for dispensations
<i>Under the Localism Act 2011 members of Council are not required to make oral declarations of interest at meetings but may not participate in discussion or voting on any items of business in which they have a Declarable Pecuniary Interest (DPI) and under Sandy Town Council's Standing Orders must leave the room for the duration of all discussion on such items. (All members' register of interests are available on the Sandy Town Council website or on application to the Clerk.)</i>
<i>This item is included on the agenda to enable members to declare new DPIs and also those who wish to do so may draw attention to their stated DPIs and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.</i>
i) <i>Declarable Pecuniary Interests</i>
ii) <i>Personal Interests</i>
iii) <i>Requests for dispensations (must be notified to the Proper Officer in writing in advance of the meeting)</i> | x |
| 3 Minutes of Town Council meeting
To consider the minutes of the annual meeting of Sandy Town Council held at 7.30 pm on 13 May 2013 and to approve them as a correct record of proceedings | x |

Sandy Town Council

- 4 **Minutes of Committees and Sub-committees and recommendations** ✓
To receive the minutes of the following committees and sub-committees and/or (if applicable) to approve recommendations therein:
- 1 Development Scrutiny Committee on 20 May 2013
 - 2 Policy Finance and Resources Committee 20 May 2013
 - 3 Community Services and Environment Committee on 10 June 2013
- 5 **Policing in Sandy** x
To receive a report on policing and community safety within Sandy
- 6 **Public Participation Session** x
To receive questions from members of the public
- 7 **Finance**
- i) To approve the accounts for payment ✓
 - ii) To receive a summary report showing progress against the budget for 2013/14 ✓
 - iii) To receive a report from the internal auditor ✓
 - iv) To approve the accounts for the year 2012/13 ✓
 - v) To approve the annual return comprising the statement of accounts and the governance statement ✓
 - vi) To consider the Council's arrangements for insurance for the year commencing July 2013 ✓
- 8 **Football Pavilion – Application for Funds** ✓
To consider an application for funds from Sandy Town Council in the sum of £3,000 to support Sandy Football Club
- 9 **Shefford and Sandy Hockey Club – Request for permission** ✓
To consider an application for permission to locate a shed within the grounds leased by Sandy Town Council to Sandy Town Bowling Club
- 10 **Hearing Loop** ✓
To consider a report from the Deputy Town Clerk on provision of amplification etc in chamber

Sandy Town Council

- | | | |
|-----------|--|---|
| 11 | Mayoral Communications | |
| | To note the Mayor's engagements and any items for information | ✓ |
| 12 | Reports from Representatives | |
| | i) To receive report from the Ward Councillors of Central Bedfordshire Council | ✓ |
| | ii) To receive reports from Town Council representatives on external bodies | x |
| 13 | News Release | |
| | | x |

Sandy Town Council

Reports for Meeting of Sandy Town Council on Monday 17 June 2013

4 Minutes of Committees and Sub-committees and recommendations

- 1 Development Scrutiny Committee on 22 April 2013 and 20 May 2013
- 2 Policy Finance and Resources on 20 May 2013
Recommendations:
6.1 (06/2013-14)
7.5 - 7.7 (14/2013-14) See agenda item 7
- 3 Recommendation from Community Services and Environment Committee on 10 June 2013.

- 6 The Limes (12/2013-14)

It was resolved: to recommend that as the land behind 1,3,5,7 Lime Avenue and 1-5 Ash Close has a value and as the gardens of the properties would increase in size, the market price of the properties would rise from homeowners developing part of their existing garden, that the Town Council for the benefit of the whole community must contact the district valuer to obtain the value of the land mentioned above.

Sandy Town Council

7 Finance

Following documents are attached:

- i) List of accounts for payment
- ii) Summary report showing progress against the budget 2013/14
- iii) Internal Auditor's report and emails from Internal Auditor to Town Clerk

Clerk's notes

The report makes mention of adjusting the accounts to take account of accruals regarding the utilities and interest earned on the Santander bank account. The Town Clerk questioned the auditor about the need for these adjustments to be on the following grounds:

- 1 Utilities – these bills are all based on estimated readings and the accruals were done on the same basis as last year which was deemed acceptable then, if the accounts are adjusted council would have a higher level of utility costs in this one year and these are not "true" costs in any event.
- 2 Bank Interest – the interest on the Santander account was not accrued in the previous year either and therefore if the accounts are adjusted two sets of interest will show in one accounting year.

Members will note the emails from the internal auditor which show that it is acceptable to leave the accounts in the form in which they were presented to the annual meeting and have been published in the annual report. However, if members wish the accounts to be adjusted this can be done although it does involve re-drafting the annual return etc.

Members will also note the advice from the internal auditor on the accounting treatment of the £380,000 adoption sum and the loan to the Village Hall of £2,500 which indicates that the accounts do show the correct accounting treatment.

- iv) Accounts for the year 2013/14
- v) Annual return and governance statement
Version approved by Policy, Finance and Resources Committee
- vi) Meeting notes and email regarding review of Council's insurance.
At the time of writing renewal terms are not yet available but quotations will be ready for the meeting on 17 June 2013.

7(i)

At : 15:46

Current Bank A/c

List of Payments made between 01/05/2013 and 31/05/2013

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/05/2013	North Herts Toyota	110436	195.00		Truck service fee
02/05/2013	Mrs R Crossman	110437	5.85		Travelling expenses
02/05/2013	Mr B Groom	110438	7.20		Travelling expenses
02/05/2013	Mrs D Shephard	110439	93.55		Travelling expenses
02/05/2013	Mr C Osborne	110440	37.70		Travelling expenses - mayoral
02/05/2013	Mr J Gurney	110441	27.80		Bowls Club petrol
02/05/2013	Purchase Power	110442	196.84		Franking machine postage
02/05/2013	UK Fuels Ltd	110443	74.66		Fuel
02/05/2013	VFM Products Ltd	110444	5.40		Equipment
02/05/2013	West End Theatre Managers Ltd	110445	65.80		TIC theatre tickets
02/05/2013	Martin Howlett Trading Company	110446	12.00		Cleaning items
02/05/2013	First Choice Recruitment Ltd	110447	457.32		Temporary staff wages
02/05/2013	1st Response Fire Protection	110448	19.80		Office light repair
02/05/2013	PHS Group plc	110449	20.06		Paper towels
02/05/2013	PHS Group plc	110449	595.01		Annual sanitary disposal fee
02/05/2013	Mr D Osborn	110450	40.00		SEG - Banner fee
02/05/2013	Stevenage Leisure Ltd	110451	23,400.00		Jenkins Pav Mmnt fee
02/05/2013	Priory Medical Centre	110452	30.00		Medical report fee
02/05/2013	North Herts Toyota	110436	-195.00		Truck service fee
02/05/2013	North Herts Toyota	110436	195.00		Truck service fee
01/05/2013	Aviva	DD	1,680.14		Insurance
01/05/2013	Power Computing	DD	300.00		IT Support
01/05/2013	CF Corporate	DD	523.67		Konica C280 Lease
02/05/2013	Mrs D Shephard	110439	93.45		Mileage Mrs D Shephard
07/05/2013	Barclays Bank	INTEREST	18.00		Barclays Bank Interest
07/05/2013	Barclays Bank	COMMISSION	90.00		Barclays Bank Commission
09/05/2013	Pitney Bowes	DD	50.22		Pitney Bowes
09/05/2013	Central Bedfordshire Council	DD	2,945.50		Rates - Council Offices
09/05/2013	Central Bedfordshire Council	DD	1,062.20		Rates - Cemetery
09/05/2013	Central Bedfordshire Council	DD	958.30		Rates - Allotments
09/05/2013	Central Bedfordshire Council	DD	6,711.50		Car Park
09/05/2013	Central Bedfordshire Council	DD	1,131.80		Public Convenience
09/05/2013	Central Bedfordshire Council	DD	109.80		Market
09/05/2013	Central Bedfordshire Council	DD	1.20		Market
09/05/2013	Power Computing	DD	259.12		Telephone
14/05/2013	Verto (UK) Ltd	110457	118.80		Domain
16/05/2013	eon	DD	173.99		Electric
16/05/2013	eon	DD	465.78		Electric - Street Lights
16/05/2013	Bedford Borough Council	DD	19,281.97		Payroll
17/05/2013	Southern Electric	DD	2,110.48		Southern Elec - Council Office
20/05/2013	Mr T Miles	110453	1,000.00		Gravedigging
20/05/2013	First Choice Recruitment Ltd	110454	828.12		Temporary staff wages
20/05/2013	Telefonica UIK Ltd	110455	30.00		DSO mobile monthly fee
20/05/2013	Steveange Borough Council	110456	690.00		Sim Card CCTV
20/05/2013	Verto (UK) Ltd	110457	118.90		Renewal of Domain STC
20/05/2013	Mrs S Sutton	110458	20.00		Frames for mayoral certificate
20/05/2013	Walkers are Welcome	110459	50.00		Membership fee

List of Payments made between 01/05/2013 and 31/05/2013

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/05/2013	F D Odell & Sons Ltd	110461	352.60		Skip Stratford Rd depot
20/05/2013	Frontier Agriculture Ltd	110462	45.16		Fertiliser
20/05/2013	Cooks Blinds & Shutters Ltd	110463	90.24		Shutters Jenkins Pav
20/05/2013	Froods Auto Services	110464	280.29		Vehicle maintenance
20/05/2013	Park Leisure Ltd	110466	34.20		Spare parts Sunderland Rd park
20/05/2013	Purchase Power	110467	506.84		Franking Machine
20/05/2013	Hertfordshire County Council	110465	224.28		Cleaning and stationery
20/05/2013	Gilby's of Sandy	110460	120.07		DSO purchases
20/05/2013	Gilby's of Sandy	110460	208.64		DSO purchases
20/05/2013	Sandy Town Council	110468	129.51		Petty Cash
20/05/2013	UK Fuels Ltd	110469	71.54		Fuel
20/05/2013	Beal (UK) Ltd	110470	65.58		DSO purchase cable ties
20/05/2013	Mrs S Sutton	110471	78.47		Mayor's travel expenses
20/05/2013	Beds Regimental Mem Appeal	110472	50.00		Donation
20/05/2013	Travis Perkins T/C Ltd	110473	14.98		DSO purchase pipe bracket
20/05/2013	Collier Turf Care Ltd	110474	120.29		Fertilisers
20/05/2013	Mayfield Books & Gifts	110475	71.37		Maps etc TIC
20/05/2013	Martin Howlett Trading Company	110476	23.40		Cleaning - refuse sacks
20/05/2013	First Choice Recruitment Ltd	110477	364.62		Temporary staff wages
20/05/2013	The National Allotment Society	110478	66.00		Membership renewal
28/05/2013	eon	DD	104.00		Gas - Cambridge Rd
28/05/2013	British Gas	DD	7.55		New Pavilion - Electric
28/05/2013	British Gas	DD	832.82		New Pavilion - Gas
Total Payments			69,969.38		

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List of Payments made between 01/05/2013 and 31/05/2013

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2013	Current Bank A/c	Bnk Tfr	20,000.00		
17/05/2013	Barclays New Treasury	Bnk Tfr	200,000.00		
28/05/2013	Current Bank A/c	Bnk Tfr	50,000.00		
Total Payments			270,000.00		

Summary Income & Expenditure by Budget Heading 31/05/2013

Month No : 2

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
401 Staff	Expenditure	212,063	35,925	217,748	181,823		181,823	16.5 %
402 Administration-Office	Expenditure	93,455	15,118	75,578	60,460		60,460	20.0 %
	Income	799,138	223,514	443,600	-220,086			50.4 %
403 Administration-Works	Expenditure	28,712	3,327	30,700	27,373		27,373	10.8 %
	Income	800	0	0	0			0.0 %
404 Allotments	Expenditure	240	0	500	500		500	0.0 %
	Income	283	0	0	0			0.0 %
405 Footway Lighting	Expenditure	7,052	789	9,555	8,766		8,766	8.3 %
406 Cemetery	Expenditure	8,670	3,083	9,580	6,497		6,497	32.2 %
	Income	17,253	4,584	17,653	-13,069			26.0 %
407 Churchyard	Expenditure	0	0	150	150		150	0.0 %
408 Car Park (Including Market)	Expenditure	16,459	6,955	17,098	10,143		10,143	40.7 %
	Income	3,468	911	2,550	-1,639			35.7 %
409 Public Toilets - Car Park	Expenditure	4,403	1,591	4,299	2,708		2,708	37.0 %
500 Bedford Road Open Space	Expenditure	4,395	126	7,083	6,957		6,957	1.8 %
	Income	1,202	0	1,070	-1,070			0.0 %
501 Sund.Rd Open Space & Pavilion	Expenditure	38,254	2,376	35,720	33,344		33,344	6.7 %
	Income	6,656	-5,472	5,806	-11,278			-94.3 %
502 Beeston Green	Expenditure	281	-108	1,000	1,108		1,108	-10.8 %
503 The Pinnacle	Expenditure	3,000	0	3,700	3,700		3,700	0.0 %
504 Tourist Information Centre	Expenditure	36,413	4,428	34,980	30,552		30,552	12.7 %
	Income	11,413	817	12,325	-11,508			6.6 %
505 Grass Cutting	Expenditure	3,749	0	9,650	9,650		9,650	0.0 %
506 Litter Bins, Seats & Shelters	Expenditure	508	-125	310	435		435	-40.3 %
507 Annual Report & Newsletter	Expenditure	2,618	238	3,500	3,262		3,262	6.8 %
508 S.E.G.	Expenditure	224	40	1,276	1,236		1,236	3.1 %
509 Christmas Lights	Expenditure	8,483	0	9,000	9,000		9,000	0.0 %
	Income	3,627	10	3,000	-2,990			0.3 %
510 Fallowfield	Expenditure	770	38	3,000	2,962		2,962	1.3 %

Summary Income & Expenditure by Budget Heading 31/05/2013

Month No : 2

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
600 The Riddy	Expenditure	5,728	0	6,413	6,413		6,413	0.0 %
	Income	2,174	0	1,474	-1,474			0.0 %
601 Miscellaneous (Incl Interest)	Expenditure	22,809	575	22,200	21,625		21,625	2.6 %
	Income	4,806	0	7,500	-7,500			0.0 %
700 Capital A/c	Expenditure	34,107	0	0	0		0	0.0 %
	Income	9,426	-4,760	0	-4,760			0.0 %
702 Reserve A/c	Expenditure	4,417	0	0	0		0	0.0 %
	Income	0	0	7	-7			0.0 %
<u>INCOME - EXPENDITURE TOTALS</u>								
	Expenditure	536,812	74,377	503,040	428,663	0	428,663	14.8 %
	Income	860,245	219,603	494,985	-275,382			44.4 %
	Net Expenditure over Income	<u>-323,433</u>	<u>-145,226</u>	<u>8,055</u>	<u>153,281</u>			

**SANDY TOWN COUNCIL
INTERNAL AUDIT REPORT YEAR ENDING 31/03/2013**

The final internal audit was carried out on 21st May 2013 at the offices of Sandy Town Council.

Work Done

Bank Reconciliations

The year-end bank reconciliations were reviewed and agreed to ensure that they had been prepared correctly. Cheque book & pay-in book cut off was confirmed to ensure that all transactions were entered in the correct accounting period.

Trade Debtors

Trade debtor balances were reviewed for reasonableness and to ensure that there were no outstanding balances that require doubtful debt provisions.

Review of VAT returns

VAT returns for the year were reviewed and the closing balance was reconciled to the financial statements.

Accruals

Accruals were reviewed and compared to the previous year to ensure they are reasonable.

Accounting for Income & Expenditure

Sample testing of the council's income and expenditure was carried out during the first internal audit visit. Results of this testing were satisfactory and no further testing of this area was considered necessary during this visit.

Review of Risk Assessment

The council's risk assessment was reviewed to ensure that significant risks have been identified and that adequate arrangements and controls are in place to minimise these risks.

Fixed Asset Register

The fixed asset register was reviewed to ensure that it was complete, accurate and properly maintained.

Insurance

The insurance policies and schedules were reviewed to ensure the cover is sufficient.

Meeting Minutes

Minutes of the council meetings were reviewed to ensure that expenditure is approved and monitored and that decisions regarding the council's finances are documented.

Review of Accounts

A review of the accounts was required to ensure that they had been correctly prepared and to ensure agreement to the underlying accounting records.

SANDY TOWN COUNCIL
INTERNAL AUDIT REPORT YEAR ENDING 31/03/2013

Results

Bank Reconciliations

All year-end bank reconciliations were agreed and found to be correctly prepared subject to the comments below regarding cheque payments.

The un-presented payments at the year end were agreed to after date bank statements and 94% clearance was achieved on cheques written in March 2013.

While the current account appears overdrawn (based on unreconciled items), the Council has a sweep policy with its reserve accounts where funds are automatically transferred as needed into the current account.

The Barclays Saver account was closed on 2nd November 2012 and the balance was transferred to Barclays Active Saver account. The transfer has been agreed to bank statements.

The Santander Bank account receives interest paid annually in July each year. No interest was accrued for 2011/12, interest of £3,164.93 was received in July 2012 & is recorded in the 2011/12 accounts in full. On discussion with the Clerk no interest has been accrued again this year we but accrual of £2,056 should be adjusted for in the accounts.

Following this adjustment, we can conclude that the amount recorded in the accounts for cash & bank is reasonable and reflects the underlying books & records of the Council.

Trade Debtors

The year-end balance of £4,779 is considered reasonable and collectable. Items relate to invoice paid in March for which s106 contribution has been claimed from Central Bedfordshire Council, and the outstanding final payment of Potton Town FC debtor.

The loan to the Church for a clock was agreed in a prior year for £5,158 on an interest free basis to be repaid over 5 years. This was repaid in full during the year.

The loan to the Village Hall Charity of £2,500 was agreed in February on an interest free basis to be repaid in 12 equal instalments starting 6 months from the date of the loan. This has been treated as an expense in the accounts which reflects the requirements of the Accounting statements.

We can conclude that the amount recorded in the accounts for debtors is reasonable and reflects the underlying books & records of the Council.

VAT

The closing VAT balance was checked to VAT returns & a VAT control completed. The council receives repayment of VAT as there is only a small amount of taxable supplies made. The majority of the council's supplies are zero rated. There was no VAT visit during the year, and there has not been a VAT inspection since at least 2004.

SANDY TOWN COUNCIL
INTERNAL AUDIT REPORT YEAR ENDING 31/03/2013

We can conclude that the amount recorded in the accounts as VAT debtor is reasonable and reflects the underlying books & records of the Council.

Stock

Stock relates to items held in the Visitor Centre and as noted previously is valued at net realisable value. A stock take is carried out by the Centre staff at the year end. We would advise the Clerk to ensure stock is held in the accounts at the lower of cost and sale price (NRV).

We can conclude that the amount recorded in the accounts as stock is reasonable and reflects the underlying books & records of the Council.

Accruals

Accruals are high this year due to an accrual for the management fee for Jenkins Pavilion of £19,500 received in April for the year to March 2013. In addition £1,995 further accruals have been identified from review of post year end invoices, relating to utilities and temporary staff costs.

Following the adjustments required above, we can conclude that the amount recorded in the accounts as accruals is reasonable and reflects the underlying books & records of the Council.

Risk Assessment

The risk assessment identifies the individual risks faced by the organisation, the threat levels of these risks and the controls that have been put in place. The risk assessment is produced by a third party, Ellis Whittam Ltd. An updated risk assessment was approved and implemented during the year.

We can therefore conclude that the council has assessed the significant risks to achieving its objectives and that adequate control procedures are in place to mitigate these risks.

Fixed Assets

The council keeps and maintains an asset register, which has been reviewed during the year to verify all assets held. Items are included at cost, and are not updated to reflect current valuations. There have been a small number of purchases and disposals in the year. Material asset additions were agreed to the invoices.

We can conclude that the amount recorded in the accounts as fixed assets reflects the original cost of assets purchased.

Insurance

Two separate policies are held, one for the fleet (Equity Insurance) and one to cover buildings, contents, public liability, employers liability etc (Aviva). The council considers the insurance adequate for their needs.

SANDY TOWN COUNCIL
INTERNAL AUDIT REPORT YEAR ENDING 31/03/2013

Meeting Minutes

The council meets regularly & follows regular agenda items including Council finance. Council expenditure is approved on a monthly basis and accounts are reviewed and approved by the council. The budget is also reviewed monthly. Meeting notes are numbered using a stamp system and initialled each month.

Review of Accounts & Budgetary Process

The accounts of the council and the figures on the annual return were agreed to the underlying records. The Omega system generates all the annual return and supporting workings, which were agreed to the financial statements that will be made available for viewing by the public.

The council regularly reviews performance during the year and monitors this against the council's budgets.

The budget for 2013/14 has been prepared and agreed by the Council. The precept applied for amounts to £440,864 (2012: £414,412). This is to cover increases in utility costs and the Council are reviewing income sources to identify how these costs can be covered within the budget.

During the year the Council received £380,000 relating to a compensation payment received against maintenance costs of the land adopted during the year, this has been recorded as miscellaneous income which is in line with the requirements of the Accounting Statement. On discussion with the Clerk, the money is to offset future costs relating to the land and therefore it is recommended that the money should be recorded as an earmarked reserve which would be reduced each year as the related expenditure arises.

Conclusion

In our opinion, books and records are being kept in order. Appropriate risk assessment procedures and internal controls are in place and these are being adhered to by the council.

Hi Delia

As the two adjustments cancel each other out and the overall effect is immaterial I would be happy for you to leave the balances without making the adjustments. I will make a note of your selected accounting treatment on file for reference next year.

In relation to the Village Hall loan, for the purposes of the annual return it is correct to recognise the expenditure in the year it is made and no further adjustment is necessary.

If you have any other queries, I will be happy to discuss them with you.

Kind regards

Emma

31.5.2012

Hi Delia

I have attached a copy of the adjustments that I identified as part of the internal audit and which we discussed during my visit last Tuesday.

The two adjustments relate to the Santander accrued interest of £2,056 and an understatement of accruals for utilities of £1,995.

In relation to the £380,000 compensation payment you received for the adoption of the land, your treatment in the accounts as miscellaneous income is correct and in line with the requirements of the accounting statement. We recommend that the money should be recorded in an earmarked reserve and reduced each year as the related expenditure arises.

Once the Annual Return is completed, could you post it to me at the office so that I can arrange for the partner, Roger Hammond, to sign the internal audit section.

If you wish to discuss these I will be in the office on Thursday.

Kind regards

Emma

28.5.2013



SANDY TOWN COUNCIL

**Accounts for the Year Ending
31 March 2013**

Accounts 2012/13

31st March 2012	Income Summary	31st March 2013
384,529	Precept	412,412
384,529	Sub Total	412,412
	Operating Income	
2,664	Administration -Office	386,726
111	Administration -Works	800
943	Allotments	283
12,864	Cemetery	17,253
4,718	Car Park (including Market)	3,468
1,423	Bedford Road Open Space	1,202
6,493	Sunderland Rd Open Space & Pavilion	6,656
18,827	Tourist Information Centre	11,413
1,484	Annual Report & Newsletter	0
457	S.E.G.	0
0	Christmas Lights	3,627
3,551	The Riddy	2,174
7,079	Miscellaneous (incl Interest)	4,806
4,298	Capital A/c	9,426
449,440	Total Income	860,245
	Running Costs	
194,397	Staff	212,063
66,494	Administration -Office	93,455
27,432	Administration -Works	28,712
533	Allotments	240
20,257	Footway Lighting	7,052
6,845	Cemetery	8,670
159	Churchyard	0
15,803	Car Park (including Market)	16,459
8,569	Public Toilets – Car Park	4,403
10,209	Bedford Road Open Space	4,395
35,082	Sunderland Rd Open Space & Pavilion	38,254
304	Beeston Green	281
3,000	The Pinnacle	3,000
42,250	Tourist Information Centre	36,413
1,249	Grass Cutting	3,749
20	Litter Bins, Seats & Shelters	508
3,529	Annual Report & Newsletter	2,618
1,031	S.E.G.	224
5,260	Christmas Lights	8,483
0	Fallowfield	770
5,410	The Riddy	5,728
21,245	Miscellaneous (incl Interest)	22,809
36,579	Capital A/c	34,107
2,255	Reserve A/c	4,417
<u>507,912</u>	Total Expenditure	<u>536,812</u>

General Fund Analysis		
150,549	Opening Balance	128,656
449,440	Plus: Income for Year	860,245
599,989		988,900
507,912	Less: Expenditure for Year	536,812
92,077		452,089
-36,579	Transfers TO/FROM Reserves	41,564
128,656	Closing Balance	410,524

Balance Sheet as at 31 March 2013

<i>31st March 2012</i>		<i>31st March 2013</i>
	Current Assets	
4,799	Debtors	4,779
2,482	Stock	1,744
3,095	Loan	0
14,837	VAT Control	11,971
0	Pre-Payments	350
0	Accrued Income	6000
-64,148	Current Bank A/c	-9,202
59,823	High Interest (Precept) A/c	0
203,165	Capital A/c Santander	206,143
0	Barclays Active Saver	330,262
250	Petty Cash	248
224,302		552,294
224,302	Total Assets	552,294
	Current Liabilities	
0	Creditors	22,084
3,602	Accruals	0
13,922	S106 Accrual	0
17,524		22,084
206,778	Total Assets Less Current Liabilities	530,211
	Represented By	
128,656	General Reserve	410,524
75,686	Capital Reserves	75,686
2,436	Earmarked Reserves	44,000
206,778		530,211

The above statement represents fairly the financial position of the authority as at 31 March 2013 and reflects its Income and Expenditure during the year

Notes to the Accounts 2012/13

Adoption of Public Open Space at Fallowfield

During the financial year the Council adopted public open space and play areas at Fallowfield, Sandy and received a sum of £380,000 in recompense for the cost of maintaining this land in perpetuity. This sum is included in the accounts above within the Administration –Office line of income.

Assets	2012 Amount	2013 Amount
A detailed list of the Council's fixed asset register is available on request	£2,761,156	£2,767,389

Borrowings

At the close of business on 31st March 2013 the following loans to the Council were outstanding:

Lender	Purpose	Loan Period Remaining	2012 Amount Outstanding	2013 Amount Outstanding
Public Works Board	Purchase of Town Centre Car Park	15 yrs	£5,626	£5,399

Debts Outstanding

At 31st March 2012 there were 3 debts outstanding to the Council:

The ages of these debts were:-	2012 Value	2013 Value
Less than 3 months old	£4,799	£4,779
More than 3 but less than 6 months old	-	-
More than 6 but less than 12 months old	-	-
Over 12 months old	-	-

Earmarked Reserves

The following amounts are earmarked within the council's reserves:

	2012	2013
Stratford Road Depot	45,000	35,000
Conservation and storage of Roman artefacts/ Roman Sandy story	9,000	9,000
	54,000	44,000

General Power of Competence/S137

During the financial year 2012/13 the council was eligible to use the general power of competence. No payments were made using S137.

Advertising and Publicity

The following costs were incurred during the year:

Annual Report and Newsletters	£ 2,618
Websites (including Roman Sandy)	£ 3,774

Contingent Liabilities

The Council has two outstanding insurance claims under consideration by its insurers.

Leases

At 31 March 2014 the following leases were in operation:

Lessor	Purpose	Year of Expiry
F J Pym Estates	The Pinnacle Open Space	2018
Lesser		
Sandy Bowls Club	Bowling Green	2033
Sandy Cricket Club	Cricket Pitch and Pavilion, Sunderland Road	2028
Sandy Football Club	Football pitch and pavilion Bedford Road	2036
Sandy Sports and Leisure Association	Artificial pitch on land at Sunderland Road	2020
1st Sandy Scouts	Land at Sunderland Road	2072
Territorial Army Volunteer Reserve	Land at Berwick Way	2016
Sandy Village Hall	Land at Sunderland Road	2083
Biggleswade, Hitchin and District Angling Association	Fishing rights at The Riddy	2013

Internal control

The Council has reviewed its system of internal controls and is satisfied that it is effective.

Section 1 – Accounting statements 2012/13 for

SANDY TOWN COUNCIL

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance							
	31 March 2012 £	31 March 2013 £								
1 Balances brought forward	265,250	206,777	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.							
2 (+) Annual precept	384,529	442,412	Total amount of precept received or receivable in the year.							
3 (+) Total other receipts	64,911	447,833	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.							
4 (-) Staff costs	233,245	255,188	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.							
5 (-) Loan interest/capital repayments	608	608	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).							
6 (-) All other payments	274,060	281,015	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).							
7 (=) Balances carried forward	206,777	530,211	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)							
8 Total cash and short term investments	199,090	527,450	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.							
9 Total fixed assets plus other long term investments and assets	2,761,156	2,767,389	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March							
10 Total borrowings	5,626	5,399	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).							
11 (If Applicable) Trust funds (including charitable) disclosure note	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">YES</td> <td style="padding: 2px;">NO</td> <td style="padding: 2px;">YES</td> <td style="padding: 2px;">NO</td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 2px;">NO</td> <td colspan="2" style="text-align: center; padding: 2px;">NO</td> </tr> </table>	YES	NO	YES	NO	NO		NO		(if applicable) The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures in the accounting statements above do not include any trust transactions.)
YES	NO	YES	NO							
NO		NO								

I certify that for the year ended 31 March 2013 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

John M. Shepherd

Date 20/05/2013

I confirm that these accounting statements were approved by the council on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Section 2 – Annual governance statement 2012/13

We acknowledge as the members of:

SANDY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2013, that:

	Agreed –		'Yes' means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	<input checked="" type="checkbox"/>		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	<input checked="" type="checkbox"/>		has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>		during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	<input checked="" type="checkbox"/>		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	<input checked="" type="checkbox"/>		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input checked="" type="checkbox"/>		has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

***Note:** Please provide explanations to the external auditor on a separate sheet for each 'No' response Describe how the council will address the weaknesses identified.

Sandy Town Council – Explanation of Variances YE 31 March 2013

Box No	31 March 2012 £	31 March 2013	Variance +/- £	% Variance +/-	Explanation
1	265,250	206,777	-58,473	-22%	Outcome of previous year's accounts
2	384,529	412,412	27,883	7%	-
3	64,911	447,833	382,922	590%	£380,000 received in recompense for adoption of public open space and play area
4	233,245	255,188	21,943	9%	-
5	608	608	0	0%	-
6	274,060	281,015	6,955	3%	-
7	206,777	530,211	323,434	156%	Income from adoption has resulted in greater balance carried forward
8	199,090	527,450	328,360	165%	Income from adoption has resulted in greater balance carried forward
9	2,761,156	2,767,389	6,233	0%	-
10	5,626	5,399	-227	-4%	-

Agenda Item 7 (vi)

Delia Shephard

From: Heather Dunford <heather.d@wpsinsurance.co.uk>
Sent: 04 June 2013 11:18
To: Delia Shephard
Cc: Anita Riddell
Subject: Sandy Town Council - Insurance Review
Attachments: Valuations Flyer.pdf; Town Council - Pre-Ren Mins - Sandy Town Council.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Good Morning Delia – I refer to our meeting last week when I was pleased to have the opportunity to meet you and review the council’s likely insurance requirements for the coming year. As promised I have prepared some notes to confirm the areas discussed and agreed and these are attached together with details of the valuation services available from Barrett Corp and Harrington.

As discussed we will be pressing Aviva very hard to put forward their very best terms for the coming year as we are anxious to try and ensure we retain your business. With the large claim still outstanding we still do not feel this would be the best time for you to look at alternative quotations and will therefore obtain terms from Aviva for both one and three years, in case you wish to keep the option open to obtain alternatives next year.

We will endeavour to provide at least an indication of the terms by 12/13th June in time for you to consider these prior to the council meeting.

Regards.

Heather



HeatherDunford ACII
Account Executive

Direct: 01752 675499| Mobile:
heather.d@wpsinsurance.co.uk



Please consider the environment before printing this email

Head Office: Spargo House, 10 Budshead Way, Plymouth, Devon, PL6 5FE

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BIBA
Member



Pre-Renewal Meeting Notes

Client:	Sandy Town Council
Location:	Council Offices, 10 Cambridge Street, Sandy
Date:	29 th May 2013
Persons Present:	Delia Shepherd for Sandy Town Council Heather Dunford for WPS
Subject:	Pre-Renewal Review

Item No		Action By	Date
1.	<p>Material Facts and Reviewing Sums Insured</p> <p>HD began by pointing out the importance of ensuring all material facts are declared both at renewal and on an on-going basis. A material fact is one that is likely to influence an insurer in the acceptance and assessment of your risks. If you are in any doubt as to whether a fact is material then it should be disclosed and if any changes arise during the period of insurance please provide us with full details. Failure to disclose a material fact could invalidate your policy.</p> <p>The importance of ensuring sums insured are regularly reviewed was also mentioned. As advised all commercial insurance policies contain an Average clause which means that in the event of a claim if you are found to be under-insured the claim would be reduced in direct proportion to the amount of under-insurance.</p> <p>As promised details of the valuation service available from Barrett Corp Harrington is attached. It was noted that there had been a possibility that you could move premises but this is not now happening. You will therefore consider the question of having a professional valuation carried out to ensure the sums insured remain adequate.</p>	Attached	

2.	<p>Review of Cover and Limits</p> <p>A Summary of Current Sums Insured which included details of the cover and various inner limits had been provided prior to our meeting. This document was reviewed and confirmed to remain in order accept as mentioned below.</p> <p>a) You advised the sum insured in respect of the Storage Building and Rest Room at Stratford Road had included the value of a portacabin type building. This has recently been replaced by a "steel container type" building but this has a similar replacement value to the portacabin and therefore the sum insured does not need amending.</p> <p>b) It was noted that the Information Centre is in the same building as the council offices. The sum insured on the Information Centre Contents was felt to be too high and is to be checked but for the purpose of renewal we will reduce this to £30,000.</p> <p>c) There is a Brick Built Shed at the Cemetery in Potton Road which has already been included in the value. This therefore needs to be noted as part of the description of the premises. It was also noted that the Cemetery Chapel is still used as a chapel for funerals as well as for storage of council equipment.</p> <p>d) Refurbishment work is being undertaken and a small extension is being built at the Bedford Road Pavilion. Details have already been provided to WPS.</p> <p>e) The war memorial is not currently insured. DS to confirm the value if a quotation is required to add this.</p> <p>f) The value of the Skate Park Equipment is to be reduced to £25,000 as some of the equipment has been disposed of.</p> <p>g) The item covering Laptops should refer to Laptops and Visual Aid equipment to include a projector and associated equipment. The current sum insured is sufficient to allow for this.</p> <p>h) The Sum Insured in respect of Loss of Rent is to be increased to £18,000 (24 months indemnity period) from renewal.</p> <p>A quotation is to be included with the renewal terms to add cover for Loss of Revenue in respect of lettings and the income from the Information Centre based on an annual revenue of £7,000 (£14,000 for 24 months indemnity period).</p> <p>i) Annual Revenue including the precept is to be noted as £495,000, Clerical Wages at £107,000 and Manual Wages at £70,000. Payments to bona fide subcontractors</p>	<p>WPS</p> <p>WPS</p> <p>WPS</p> <p>DS</p> <p>WPS</p> <p>WPS</p> <p>WPS</p> <p>WPS</p> <p>WPS</p>	
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	<p>for grass cutting are estimated at £4,000 per annum.</p> <p>j) The estimated number of volunteers at any one time is now 10. These assist at events; help with gardening; footpath maintenance and litter picking etc.</p> <p>k) You are no longer responsible for the Remembrance Service. There is a monthly Farmers Market and small weekly Town Market. There are also various Charity Events such as quiz nights and dinners.</p> <p>l) The age limit under the Personal Accident and Travel covers was mentioned and it was confirmed you have one councillor who is 80 years of age.</p> <p>m) You are to check the position regarding the responsibility for insuring the Christmas Lights and confirm if any cover is needed.</p>	<p>WPS</p> <p>WPS</p> <p>WPS</p> <p>DS</p>	
3.	<p>Notable Conditions, Exclusions and Warranties</p> <p>Your attention was drawn to the notable conditions, exclusions and warranties as detailed on the Summary of Current Sums Insured document mentioned above.</p>		
4.	<p>Timetable</p> <p>You confirmed our renewal terms are needed by 12th/13th June 2013 for review prior to the council meeting on 17th June. Quotations are to be provided for both 1 and 3 years.</p>	<p>WPS</p>	
5.	<p>Claims</p> <p>The large claim was discussed and it was agreed we would try and obtain some more information on the current position and likely timescale for final settlement.</p>	<p>WPS</p>	
6.	<p>Risks Not Insured</p> <p>We discussed the following risks which are not currently insured and which you confirmed quotations are not needed for.</p> <p>Subsidence</p> <p>Terrorism</p>		

Minutes Prepared by:	Heather Dunford ACII, BA (Hons) Account Executive Mobile: 07738 801298
Date	4th June 2013

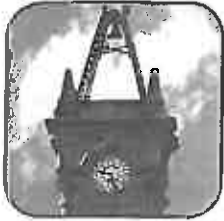


Take the risk out of insurance

Avoid Under Insurance

Introducing an insurance building valuation service **exclusively** for Town Councils

What does the scheme provider offer?



- Specialists in valuation for insurance (reinstatement cost assessments) for all types of buildings; no matter how large or small
- All types of Council owned property including town halls, offices, recreation facilities, shops, chapels, housing; as well as civic, historic and listed buildings
- National coverage with local representation
- First class service with an insurance and loss adjusting background
- Leading supplier to the UK insurance market



Benefits of an insurance reinstatement cost assessment:

- Many buildings are grossly underinsured. An insurance valuation under the scheme removes the risk of underinsurance and resultant financial penalty through the waiver of Average for 3 years, which can be extended to 5 years with an interim desktop review
- In the event of a claim, the insurer or loss adjuster can immediately focus on the claim rather than any underinsurance issue, which might delay the repair process and lead to unrecoverable increased costs
- The Insurer receives and the Council pays the correct premium, being neither under nor over insured
- Buildings of historic or environmental value restored without being lost to the wider community due to a lack of funds
- Good corporate governance and peace of mind for all stakeholders of the insurance contract



Scheme fee options:

Package	Number of Buildings *	Aggregate current Value *	Fee plus VAT	3 year desk review plus VAT
1	1-2	£1m	£550	£150
2	3 - 4	£6m	£1,250	£250
3	5 - 8	£14m	£2,500	£500
4	9 - 15	£20m	£3,750	£750

* Number and values exceeding the above bands will be competitively priced on an individual basis, reflecting preferential rates. 5 year re-assessment fees will reflect customer loyalty and previous work undertaken.

Services provided by:

barrett • corp • harrington

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For any enquiries, please contact your team at WPS

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Sandy Town Council

8 **Football Pavilion**

Town Clerk's Report

On 4 March 2013 Sandy Town Council agreed to make a grant of £3,143 to Sandy Football Club to support the refurbishment of Bedford Road Football Pavilion subject to the balance of the funds for this project being made available by the Football Foundation (£33,299), Sandy Football Club itself (£5,000) and £6,857 in S106 developer contributions being made available from Central Bedfordshire Council. The total cost of the project was £48,299. At the time of writing it is known that the Football Foundation funding is agreed but not whether the S106 application has been approved. Press releases have been issued and a contractor appointed to start work on 17 June 2013.

During May Sandy Football Club became aware that an additional £2,956.63 plus VAT had been added to the cost of the project as a consequence of additional groundwork, smoke detectors etc required by Central Bedfordshire Councils Building Regulations Department. The Club was able to raise an additional £500 itself but was left with a shortfall of £3,000 and has applied to the Town Council for a grant in this sum. If this funding deficit is not met promptly the whole project could be jeopardized as the grant from the Football Foundation will not be released.

The Club has made efforts to seek additional/alternative external grant funding and has contacted several community infrastructure organisations for help with these applications.

The Club has been active in raising the original £5,000 for the refurbishment via a range of fundraising activities eg Race Night, sponsored event at the Bedford River Festival, a quiz evening, several personal donations and 10 club members taking part in a sponsored 7 mile Lactic Rush. This has been challenging for supporters of the club as during the same period there were the usual expenses to meet (affiliation fees, registration fees, insurance etc) and two charity matches were also held for club players (one injured and one deceased). The further £500 pledged by members/supporters will take time to raise and may be loaned by a committee member in the interim.

Financial information provided by the Club is attached for information.

The Club has also provided the following information about its activities:

"Sandy Football Club is an ambitious Club and is seeking to return to the Premier Division of the Saturday Bedfordshire Football League -- a

Sandy Town Council

division we were in until our relegation a few seasons ago. As the requirements for Step 7 status have changed since we were there, it is one of the reasons we have been encouraged to pursue the grant application with the Football Foundation. We are in the process of recruiting a new Manager who has had experience both as a player and manager in the Premier Division.

For the 2013/14 Season we shall be continuing three teams from our Bedford Road base but one of those will now be an under 18 side in the Chiltern Youth League. In addition we shall be increasing the number of teams by operating an under 21 side from Sunderland Road Recreation Ground and utilising the Jenkins Pavilion in the Sunday Michael R. Peters Bedford League. This is something we have been working towards for several seasons and we hope, in the future, to increase the number of our Saturday sides by one -- also playing at Sunderland Road.

We have had 57 players who signed on this past season of whom 32 live in Sandy, 9 in Biggleswade, 7 in Potton and 9 elsewhere. A number of those who live in Biggleswade and Potton originated from Sandy and their family still lives here. The 9 from elsewhere are mainly friends or work colleagues of players. With the introduction of an under 21 and under 18 teams we see this number growing for the forthcoming season to probably 80 plus with 55 of these from Sandy as the youngsters we are bringing on live here. The problem a small club like Sandy has, is that better players move on to the likes of Biggleswade United and Town, Potton United, Langford and Arlesey (where the Clubs have benefitted from significant investments in their infrastructure) where players pay no weekly subs and most get paid for playing. With our plan to incorporate a youth structure and the improvements to the pavilion we have already (last night) attracted and appointed a young manager who has played and managed a Premier Division side to run our 1st team on a Saturday. We would like to grow further but Council has stipulated this shouldn't happen at Bedford Road. However, our plan for the 2014/15 is to get back to running three Saturday sides with the third one playing at Sunderland Road.

Our Committee is 17 strong of which 12 are adult non-players all of whom live in Sandy. The other 5 are players -- again all of whom live in Sandy or who have parents living in Sandy.

The benefit of a grant (or loan) is that a Council building which has had little investment in the last 50-60 years will be brought up to a modern standard with 80% being met by the FF and the Club. Details have

Sandy Town Council

already gone to Council of the requirements of the Building Control Officer, for which this money is needed. All of the above players plus players from visiting teams (some 800 during the course of the season) plus match officials (circa 70) will benefit from this investment and enjoy modern, up to date, clean, safe, etc facilities. In addition, as Council is aware from the approvals they give, Bedford Road Recreation Ground is also used for various Colts and Ladies Tournaments and have been for Carnival events and events organised for young people by Ken Lynch. All of these utilise the building as indeed did some 60 players a few weeks ago when we hosted a football charity event in memory of a Sandy lad, Matt Geaves, who died from cancer."

The Club is seeking a grant of £3,000 but should that not be possible has suggested an interest free loan payable over three years at £250 per quarter.

The Town Council has the power to make either a grant or an interest free loan to the Football Club using its general power of competence. The Town Council has not planned for this funding and therefore if granted the funds would be taken from the Council's unearmarked reserves.

As a matter of principle the Council may wish to be cautious about granting increasing numbers of interest free loans to community organisations. Generally speaking if a loan is justifiable then there may also be very good grounds for making a grant without adding to the receiving organisation's economic challenges. However, there are circumstances in which a loan to a community organisation may be considered desirable eg if it meets a short term financial problem and/or it is felt that the organisation needs to be encouraged to improve its economic sustainability.

In deciding whether to make an additional grant/loan STC should consider the total amount of public money to be contributed to the project (ie the S106 money as well as the STC funds) and the proportion of the total project which this constitutes.

It should also be remembered that the Pavilion is leased to the Football Club on a lengthy, full repairing lease. The lease contains no obligation for the Club to make the pavilion available to the general public regardless of any private arrangements which the Club may have made with other community groups (although naturally it is hoped that such arrangements will continue in the interests of the wider community)

<u>Bank Interest earned</u>			0.00	4463.38
	0.56	Coaching Courses		
		<u>Other Overheads:</u>		
		Telephone	262.60	
		Stationery/Postage etc.	30.16	
		Licence Fees - Bar /TV	325.50	
		Miscellaneous Expenses	419.60	1037.86
		Net Profit/(Loss) c/d		8109.59
				243.90
				8353.49

BALANCE SHEET AS AT END OF 2011/12 SEASON

<u>Previous Years' Surplus b/f</u>	<u>£. p.</u>	<u>£. p.</u>		
Net Profit for 2011/12 Season	2448.20		1402.03	
Reserve Balance c/f	243.90		1115.77	
			0.00	
			174.30	
				2692.10
				2692.10
				1402.03
				1115.77
				0.00
				174.30
				2692.10

Sandy Town Council

9 **Shefford and Sandy Hockey Club Deputy Town Clerk's Report**

The Town Clerk has been contacted by Mick Reynolds a representative of Sandy Village Hall management committee. The Sandy Village Hall management committee was contacted by a representative of Shefford and Sandy Hockey Club to enquire about locating a shed within the grounds that are leased by Sandy Town Council to Sandy Town Bowling Club.

Mr Reynolds has advised *"The siting we all have in mind is within the boundary of the Bowling Green, between the two existing sheds."* He also advised *"I must say that whilst Sandy Village Hall have no objection no decisions can be made until Sandy Town Council agree to this request."*

Mr Reynolds advised that the Deputy Town Clerk that Mr Gurney has given him a useful tip and this was as follows *"There is a stop cock/manhole in the location, we obviously need to avoid. Depending on the base size of the shed, we might have to move it to a more easterly location along the same fence."*

The Deputy Town Clerk has been in contact with the representative of Shefford and Sandy Hockey Club who contacted Sandy Village Hall management committee to gain some initial information for the Town Council to consider the request.

1. The exact location you propose for the shed, a plan of this would be best, indicating the location in relation to other buildings, to scale preferably. *"Actual Location: See attached map."*
Members should be aware that the location for the proposed shed is not between the two sheds and has been moved easterly along the fence. **(Map attached)**
2. The reason why the club would like the building. *"Currently our club uses a cupboard that the village hall has kindly allowed us to share. We store some of our equipment that we use weekly in this cupboard but the majority of our equipment needs to be held in club member's garages and attics. When kit is required it is therefore often not available. In addition to this we would like to be able to be more accessible to lower income players and those with special needs but we are unable to store specialist/ surplus equipment for these groups. (photo attached of current storage area)"*
3. The sort of items the club proposes to store in the building. *"Goal Keeper kit, Balls, Cones, Sticks, Small goals, lost property,*

Sandy Town Council

- spare shirts (when we buy them). Junior kit."*
4. The size of the building (height, depth and width) Planning permission from Central Bedfordshire Council maybe required. *"Identical to the larger shed that is already on the site – 12 ft long x,6 ft wide and 7ft high at the apex of the roof. It is a tongue and groove built shed with one door so that it is secure and also in keeping with the other sheds. (Photo attached)"*
 5. Picture of the proposed building. *"Picture of identical one already on site attached."*
 6. Have you checked the building will fit in the location. *"It will fit easily into the location."*
 7. The construction of the building (is it a shed). *"A shed -Tongue and Groove, Apex."*
 8. That the club will purchase the building. *"We will purchase the building."*
 9. That the club will provide an appropriate base for the building. *We will have a suitable base constructed – as per the current sheds."*
 10. That the club will arrange and pay for as necessary the installation of the building. *"We will pay for all costs associated with installing the shed."*
 11. That the club would take out appropriate insurance. *"We will add it to our current club insurance."*
 12. That the Town Council will not be liable in any form and this would include the following, damage to the shed or theft or damage to any items stored in the shed. *"The Town Council will not in any way be liable in any form and this would include the following, damage to the shed or theft or damage to any items stored in the shed."*
 13. That the club will be responsible for maintaining the building. *"We will be responsible for maintaining the building."*
 14. That the club will be responsible for removal of the building if the building comes into disrepair and / or dangerous and make good the area. *"We will be responsible for removal of the building if the building comes into disrepair and / or dangerous and make good the area."*

If you have any other information that would be useful for the Town Council to consider your request. If the Town Council approves the clubs request the Town Council may want to set up a lease, solicitors costs will need to be considered. *"As a club we operate charging the lowest possible fees to our members and therefore do not have money to spare. We are applying for a grant to fund this purchase, which we should know about by the end of July 2013."* *"It would be unfortunate if we did incur solicitor's costs as a result of the town Council deciding*

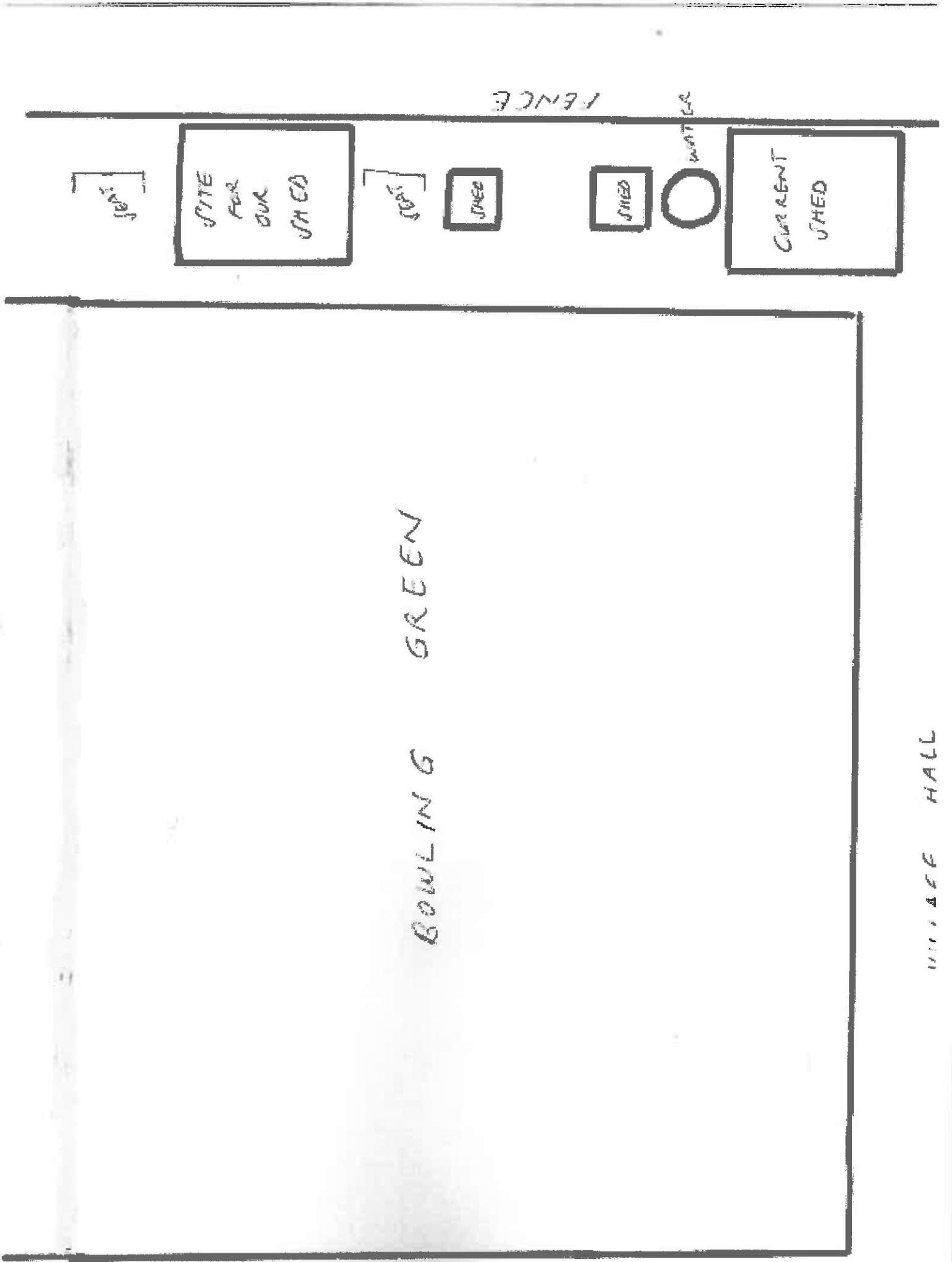
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that we had to set up a lease. We are trying to support the village hall as much as possible with the after match teas (provided by the village hall committee) and various social events. We also pay an annual membership fee to the village hall and I hope they now feel we are proper members of the village hall."

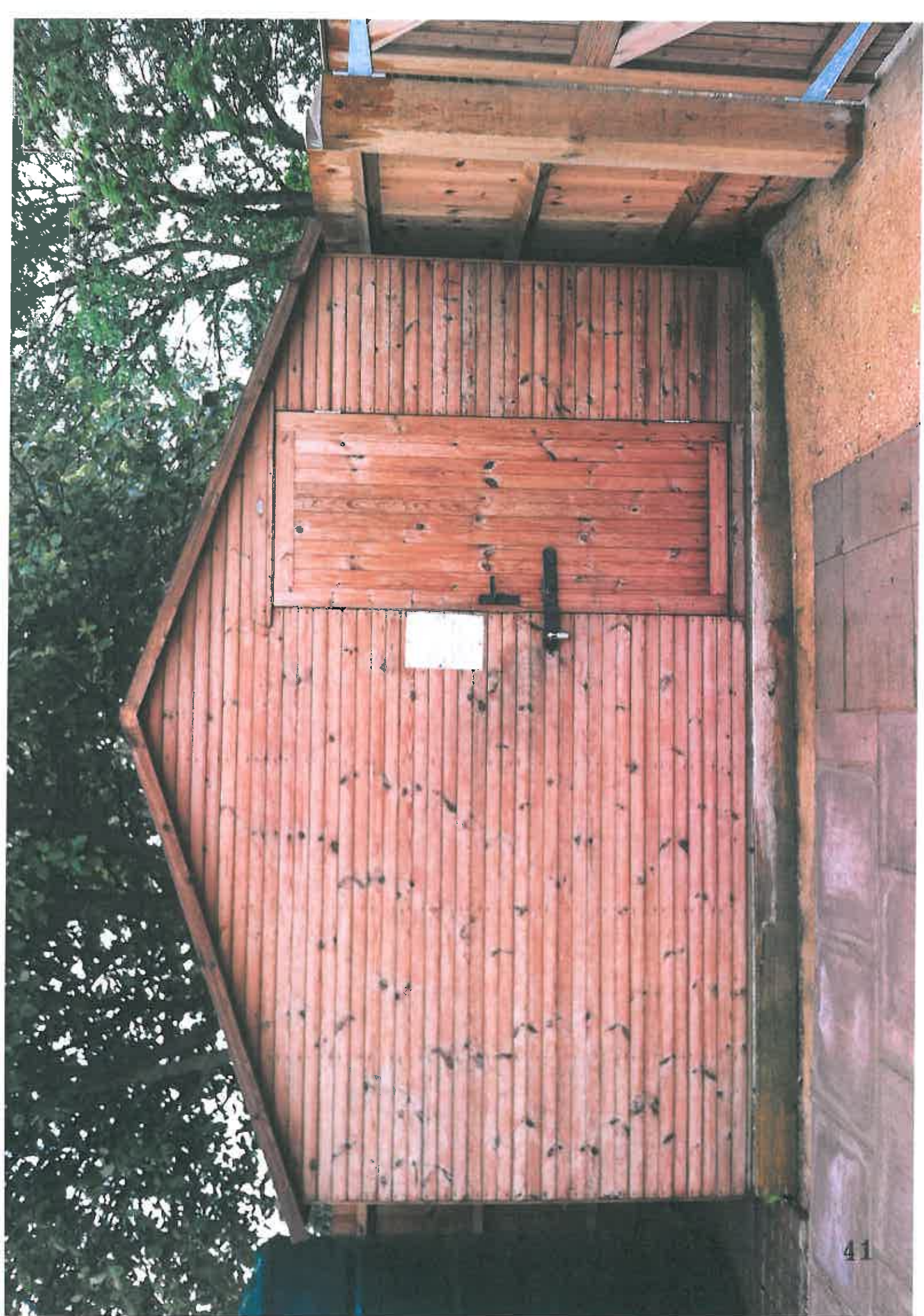
If the Town Council approves the request, it would be advisable that the Town Council has either a written agreement or a lease with Shefford and Sandy Hockey Club. Consideration also to be taken with regard to the lease with Sandy Town Bowling Club. As members will recall the Town Council has set up a working group to consider the lease it has with Sandy Town Bowling Club.

The Town Council may want to consider a nominal annual charge for the hire of the land for the location of the shed. Various groups, clubs, societies, committees and organisations are always looking for storage areas to store various pieces of equipment for example the Sandy Historical Research Group use part of the Town Council's Cemetery Chapel.

Members are asked to consider granting approval for the request.







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10 **Hearing Loop** **Deputy Town Clerk's Report**

Members may recall that item 20 of the Town Council minutes from the 13th May 2013 Financial Matters (34-2013/14) ii) RESOLVED to obtain a further quotation for installation of a Loop induction system in the chamber combined with an amplification system.

Previously B&H Designs provided an estimate for Induction Loop system and following a request they have now provided a quotation and this is below.

**LOOP QUOTATION FOR
SANDY TOWN COUNCIL
COUNCIL CHAMBERS
Approx 70 sq metres
OPTION THREE**

To supplying, installing and commissioning Induction Loop System comprising:

1 off	Loop Amplifier	
1 off	Junction Box (Loop)	
	Loop Cable	
1 off	Interconnect Lead (Loop)	
1 off	Boundary Microphone (Centre of Table)	
1 off	Boundary Microphone Power Supply	
1 off	Interconnect Lead (Microphone)	
1 off	Junction Box (Microphone)	
1 off	4 Way Mains Adaptor	
1 off	Cable Tidy (3m)	
	Mini Trunking	£1360.00
1 off	Loop Listener (for periodic testing of the system)	£93.00

The Loop Cable would run around the skirting board and over the top of any door

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frames. The colour of the cable would blend in with décor. The Loop Cable would terminate at the Loop Amplifier which would be mounted generally in the vicinity of a 13A outlet socket.

The Boundary Microphone would be placed in the centre of the table and the wire taken discretely under the table in Cable Tidy to the Loop Amplifier. From this position all the people seated at the table and in the Public area would be heard by the Hearing Aid Wearer whose Aid had the 'T' position facility.

B&H Designs have also advised on an amplification system and they have recommended a system which uses three hand held microphones and a quotation is below. This system would require the microphones to be passed around for people to speak which could cause a delay in the meeting.

PA QUOTATION FOR SANDY TOWN COUNCIL COUNCIL CHAMBERS

To supplying, installing and commissioning PA System comprising:

1 off	30W PA Amplifier
2 off	30W Cabinet Speakers
3 off	Hand Held Radio Microphones
	Speaker Cable
	Junction Boxes
	Interconnecting Leads (Microphone Receivers-PA Amp)
	Mini Trunking
	Battery Charger
6 off	Rechargeable Batteries (Hand Held Microphone)
1 off	6Way Extension Lead
3 off	Microphone Stands (Table Top)

£1496.00

The Hand Held Microphones, being wire free can be handed around the table and to the Public Area if necessary.

The PA Amplifier has 3 inputs for Microphones; however should this be found inadequate then a Universal Mixer could be added to the system at a later date which would have up to 8 Microphone Inputs.

Each Microphone would have a Table Top Stand in order that the person speaking would

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not necessarily have to hold the Microphone.

Other quotations are being obtained from other suppliers for an induction loop system and an amplification system. For the amplification system they have recommended using one microphone in a stand between a maximum of two people.

Other microphones have been discussed with suppliers and these included shotgun microphones hanging from the ceiling, though these microphones are not selective and will pick up all the noise made in the room.

Officers require instruction as to Council's intentions.

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11 Mayoral Communications

To note the Mayor's engagements and any items for information

SANDY TOWN COUNCIL

COUNCIL MEETING – 17.6.13

Mayoral Communications

22.5.13	Attended the AOL talk regarding the first findings of the archaeological dig at the new Tesco Site. Several other councillors also attended.
29.5.2013	Attended the Sandy and District Horticultural Association AGM. The clerk and several councillors also attended.
1.6.13	Managed the Councillor's Surgery in the Library. Attended the Town Team's photo session regarding the Farmer's Market launch. Visited the Carnival Committee raffle stand and the car boot sale. In the afternoon officially opened the Jubilee Garden for Sandy Enhancement Group at Stratford Road.
2.6.13	With Mr Sutton, attended the Big Lunch organised by Ken Lynch.
4.6.13	With Mr Sutton attended the Bedford central youth volunteering project celebration event. Presented Jamie Bate with the Outstanding Achievement Award.
5.6.13	Hosted the Swan Beavers visit to the Town Council chamber.
6.6.13	With Mr D Sutton, attended the Sandy Scout Group's Annual Meeting at the Scout HQ in Sandy.
8.6.13	Accompanied by Mr Sutton attended the ABF The Soldiers Charity Beating the Retreat and Reception at Bedford School.
12.6.13	Officially opened the Marena Gowns Bridal shop in Shannon Court, Sandy.
15.6.13	Attended Sandy Carnival and judged the floats competition and various other duties.

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12 Reports from Representatives

- i) report from the Ward Councillors of Central Bedfordshire Council attached



Sandy Councillors June Report

Issue no 23: June 2013

Gypsy and Traveller Local Plan

The Draft Gypsy and Traveller Local Plan and supporting documentation are available on our [website](#).

Interested parties can submit their comments via an interactive version of the Draft Gypsy and Traveller Local Plan. Instructions on how to give feedback online, are available on our website.

This is our preferred method of receiving comments as it will help us to handle representations quickly and efficiently. However, feedback on the document can also be given using a paper form which will be available at all Central Bedfordshire Council offices and our libraries, along with a reference copy of the plan.

All feedback must be received by 5pm on Monday, 1 July 2013.

Following the consultation, the Plan, supporting evidence and all representations will be submitted to the Secretary of State in October 2013. An independent Planning Inspector will then be appointed by the Secretary of State, who will determine whether the Plan is 'sound' and legally compliant.

If you have any questions about this consultation, please email [Jade Taylor](#) or telephone her on ext.75584 (03003005584).

Development Strategy

The [Development Strategy](#) is the new Local Plan for Central Bedfordshire.

Once adopted it will replace existing policies in the South Bedfordshire Local Plan and Mid Bedfordshire Core Strategy and Development Control Policies DPD. The draft Strategy makes provision for 28,700 new homes across Central Bedfordshire up to 2031 alongside 27,000 new jobs.

Roughly half of the planned housing will be provided through large scale urban extensions including approximately 2,500 new homes to the East of Leighton Linlade. This development will also include new employment space, community facilities and open space.

The latest 'Pre-Submission' version of the Development Strategy was subject to a six week public consultation between January and March 2013. All responses received during this period are currently being analysed.

A schedule of proposed minor changes to the Strategy will be prepared before the document and supporting evidence is submitted to the Secretary of State in June 2013.

The Strategy will then be subject to an Examination in Public through which an independent Planning Inspector will decide whether it is 'fit for purpose'. It is currently anticipated that

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the Examination Hearing sessions will take place in Autumn 2013 before the Development Strategy is adopted by the Council in Spring 2014.

For more information, contact [Simon Andrews](#), LDF Team Leader (South) on 0300 300 4352.

Get in on the Act - Scrap Metal Dealers Act 2013

The LGA has produced a guide to complement the recently passed scrap metal legislation. You can find out more by downloading the 'Get In On The Act' guide [here](#).

Helping children get off to a good start

96% of Central Bedfordshire's children starting school this September have been offered a place at their chosen school.

A total of 2,917 places were allocated at schools across the area, with the vast majority getting a place at their first preference school or academy. The application process saw 84% of parents and carers apply online.

For more information, visit the website [here](#), or contact [Claire Steed](#), Senior Admissions officer on 01234 228378.

Holidays during school term time

Parents do not have a legal right to take their children out of school to go on holiday.

Schools do, however, have the discretion to authorise absence for a family holiday, providing there are special circumstances and the request is made in advance by the parent with whom the child normally lives.

Only in exceptional circumstances can more than 10 school days of absence be authorised in any one school year.

Visit the [website](#) for more information on the law, how schools respond to requests, FAQs, what parents can do, term dates and contact information.

Keeping Out of Trouble

A new publication from Ofsted reports children and young people's views on what prevents a child or young person from breaking the law.

The report finds that minors believe the availability of local activities and places to go are



major factors in determining the level of criminal or anti-social behaviour amongst their peer groups.

For more information, download the Keeping Out of Trouble report [here](#).

Could you be a Dementia Friend?

The **'Dementia Friends'** initiative is a groundbreaking scheme to raise awareness and understanding of dementia.

Run by national charity Alzheimer's Society, the initiative aims to improve public knowledge of dementia by helping people understand what living with the condition is like, and the small things they could do to make a difference to people living in their community.

Dementia Friends Information Sessions have been held in May, and the final session will be held on Monday 3 June at Bedford Borough Hall, at 6.30pm.

Booking is [online](#), where you will also find details of other courses on offer.

For more information contact [Catherine Elworthy](#) on 0300 300 5120.

Community Engagement Strategy (CES)

The final draft of the 2013-16 CES was considered at Overview and Scrutiny Committee on 30 April.

It will now go to Executive on 25 June, and then to Council for sign off on 12 September.

Contact [Sarah Hughes](#), Community Engagement Manager on 0300 300 6166, or visit the community engagement web pages [here](#).

Central Bedfordshire facts and figures at your fingertips

A new edition of Central Bedfordshire Key Facts and Figures is now available, bringing together a wide range of information to ensure you always have the latest data available at your fingertips.

It includes new and updated information on unemployment, house prices, schools and pupils.

You can download the latest version [here](#).

Contact the Customer and Community Insight Team on insight@centralbedfordshire.gov.uk

T&PC Conference report to be published soon

Following a very positive Town and Parish Council Conference on April 16, a post-conference report is being prepared and will be available shortly.

For more information, contact [Peter Fraser](#), Head of Partnerships and Engagement on 0300 300 6740.

Flag-raising ceremony for Armed Forces Day

Monday, 24 June 2013, 10am (for 10.30am ceremony)

Central Bedfordshire Council is holding a flag-raising ceremony in support of Armed Forces Day at Priory House, Chicksands.

All are welcome, so please note this date and time in your diaries - more details to follow soon.

Central Bedfordshire Armed Forces Community Covenant (AFCC)

Two Central Bedfordshire bids were recently approved by the Ministry of Defence as part of the £35m Armed Forces Community Covenant grant scheme.

To find out more, check out our webpages [here](#).

Catch a rare chance to see Spitfire in flight over RAF Henlow on 5 June at 7.30pm.

The Spitfire, a British short-range, high-performance interceptor fighter aircraft that was used by the Royal Air Force and many other Allied countries throughout the Second World War, will complete three turns over the south side of RAF Henlow.

Volunteers' Week 2013

Volunteers' Week is an annual celebration of the fantastic contribution made by millions of volunteers across the UK.

The 29th annual Volunteers' Week will take place from 1-7 June.

To find out where events are happening, or to find out how community groups could host an event, visit the website [here](#).

We'd also love to hear from those planning / holding a Volunteer's Week 2013 event, please contact [Sarah Hughes](#) on 0300 300 6166.

Spot it! STOP IT!

If you think it might be a scam- report it! If it's not reported, we won't know about it!

Residents who have received a call, 'phishing' email, letter or visit and think it might be a scam, are being urged to report it to Trading Standards via Citizens Advice on 08454 040506.

Those who may have recently fallen victim to a scam, should call Action Fraud on 0300 123 2040 to report it and for further advice.

Residents can also sign up for Scam Alerts. Subscribers to the service receive alerts of any scams or rogue traders operating in and around the area.

Visit the Scam Alert pages [here](#) to find out more.

The Little Book of BIG Scams

The [Little Book of BIG Scams](#) has been produced by the Metropolitan Police to increase awareness of the types of scams used and provide advice on how to protect yourself.

An [audio version](#) is also available to download from the Metropolitan Police website.

Please help prevent others from falling victim to a scam by forwarding this email to your family, friends and neighbours.

If you think you've recently been approached by a scam operator, please report it to Citizens Advice Consumer Helpline 08454 040506.

Protect YOUR countryside

Have you got information about an illegal rave?

Bedfordshire Police want residents to help them [prevent illegal raves](#) by calling the non-emergency number 101, or texting 07786 200011. Alternatively, you can contact the independent charity [Crimestoppers](#).

Raves cause a great deal of disruption to local communities and often result in damage being caused to property and land, and landowners could fall victim to considerable clean-up costs.

For help and advice regarding general pollution and noise pollution visit the CBC website [here](#).

Community Emergency Response Teams

A Community Emergency Response Team (CERT) is a group of volunteers from an area that can help the community build resilience before, during and after an emergency.

If you'd like to get involved, you can find out more information on our website [here](#), or contact Mark Conway, Emergency Planning Officer on 0300 300 4439.

Council Consultations

Below is a summary of current council consultation activities and those that will be starting over the next month.

Details of current and upcoming consultation activity being undertaken by the Council are provided by the Communications Team.

Please contact [Tom Skinner](#) for more information about this update on 0300 300 5738.

To view consultations we are currently running and to view our consultation database, please visit our website's [consultation page](#).

Consultations running in June

Subject	Description	Start	End	Lead officer
Young People – Focus Groups	Following a survey of young people earlier this year, these focus groups are examining in more detail why careers, money and public transport are of such importance to young people – in order to find out how they can be better supported to cope with these issues.	24 April 2013	June 2013	Jason Roth-Witty 0300 300 4148
Library Link Research	Research with customers of the Library Link service and managers of care homes/ sheltered housing to find out ways in which this service could be improved and delivered more effectively.	May 2013	June 2013	Nicola Avery 0300 300 5074
Gypsy and Traveller Plan Consultation	Public consultation on the 'soundness' and legal compliance of the draft gypsy and traveller plan, which will enable respondents to comment on the proposed new sites for gypsy and travellers.	20 May 2013	1 July 2013	Jade Taylor 0300 300 5584
Labour Market Inequalities Research	A series of focus groups with service users of our work clubs will find out what the barriers there are to accessing the labour market in terms of finding/returning to employment, accessing training or gaining skills/qualifications.	6 June 2013	July 2013	Victoria Dale 0300 300 6096

Consultations starting in June

Subject	Description	Start	End	Lead officer
Station Travel Plan Research	The aim of this research is to better understand user habits at some of Central Bedfordshire's busiest railway stations – Harlington, Flitwick, and Leighton Buzzard. Specifically, where passengers are travelling to and from, their socio-economic profiles and what time of day the station is busiest.	June 2013	July 2013	James Gleave

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Twitter and Facebook

Don't forget to follow @letstalkcentral on [Twitter](#).

You can also keep up to date with what [Central Bedfordshire Council](#) is up to on [Facebook](#).

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13 News Release